

Process Name: Payroll		Process Identifier: PY	
Sub-Process Name: Cancellation		Sub-Process Identifier: PY-5	
Sub-Process Purpose and Objectives: The cancellation run provides for the cancellation of checks that were calculated incorrectly.			
Sub-Process Description: The payroll cancellation process begins with the identification of a check (or deposit advice) that was calculated incorrectly. This is generally identified by the agencies in their review of the payroll output. A request is then made to cancel and reissue the check. If this is a direct deposit, the request is approved and the cancellation and reissue is entered into the system. If this is a check that has not been mailed, then the check is pulled and the cancellation and reissue is processed. If this is a check that has been mailed, then the employee is notified to return the check, and a stop payment is processed with the bank through ARP. The cancellation and reissue is then processed. The cancellation run is completed and the reissue requests are passed to the Special Run for reissue. The payroll register from the cancellation must be reviewed and approved by the agency and the Commissioner of Personnel and then forwarded to Payroll for audit retention.			
Sub-Process Trigger(s): <ul style="list-style-type: none">Payroll calculation is run and errors are identified		Key Sub-Process Participants: <ul style="list-style-type: none">EmployeeAgenciesPayrollPersonnel	
Inputs:			
Input	Format	Volume/Time	Suppliers
Cancellation requests	Paper document	15/pay period	Agency
Outputs:			
Output	Format	Volume/Time	Recipients
Cancellation requests	File	15/pay period	Special run for reissue
Employee notifications	Letter	15/pay period	Employee

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Stop payments	Fax	15/pay period	Bank
Direct deposit cancellation	Fax	15/pay period	Bank
Payroll register	Paper (Info Pac)	1/period	Agency, personnel, payroll
Payroll reports	Paper (Info Pac)	1 set/period	Agency, personnel, payroll
Performance Measures Tracked:			
Measure		Approx. Value	Target Value
Laws, Regulations, and Policies That Govern Sub-Process:			
<ul style="list-style-type: none"> • 99 year retention of records • Payroll register must be approved by Commissioner of Personnel 			
Current Sub-Process Issues/Problems:			
Cancellation is a manual process (very low volume)			
Improvement Opportunities:			
Opportunity <i>Merge cells to link one Opportunity to multiple impacts)</i>		Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
Automation of cancellation and reissue process		Simplify cancellation process; control shifts to agency	C
Applications that Support the Sub-process			
Application Name(s) <i>(Internal name and vendor's name)</i>		Technology Description <i>(Programming vendor, language, platform, database, etc.)</i>	
SEIS		See PY-1	

